

Position Announcement
Tennessee Department of Correction
Warden 2
(Executive Service)
Pay Grade: 114
(Amended)

The Tennessee Department of Correction seeks a professional with experience in the administration of a correctional facility to manage and oversee the activities of correctional facility staff, including officers, supervisors, unit managers and support staff affiliated with the institution. This position coordinates staff to maintain a safe working environment, handle emergency situations, delegating responsibilities to first-line supervisors and monitoring activities for compliance with prison and state regulations. This position requires a thorough understanding of the needs and best practices for treatment of the incarcerated and addressing the unique challenges of treating offenders.

Responsibilities:

- Coordinate all prison staff to ensure safety and security in the facility, as well as the proper treatment of inmates
- Establish prison policies, and procedures while adhering to set financial and programming goals for the facility
- Manage staff at all institutional levels, making decisions regarding hiring, training, promotion, discipline, and evaluations.
- Coordinates the response during emergency situations, such as riots, sit downs, disturbances, natural disaster, etc.
- Establish and maintain custody, security, and control measures at a state correctional facility

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of increasingly responsible full-time correctional administration. Master's degree preferred.

Minimum Qualifications:

- Excellent written and oral communication skills
- Knowledge of the laws, rules, and regulations of, or pertaining to, the State prison system and the Department of Correction
- Excellent interpersonal, written, and communication skills with the ability to interact effectively with others, including the public, staff and offenders.
- Extensive knowledge of the administration of a correctional facility
- Ability to make prompt decisions and interpretations in the absence of established procedures
- Basic knowledge of Edison, Outlook and Microsoft Word

To Apply: Submit a complete resume including specific data regarding education, positions held, leadership roles, salary history, to:

Lolie Jones, Jr. Executive Assistant to the Deputy Commissioner
Tennessee Department of Correction
Rachel Jackson Building
320 Sixth Avenue North 5th Floor
Nashville TN 37243-0465
EMAIL: lolie.jones@tn.gov
Fax # (615) 253-1668

Closing: Resume/Application must be received on or before **Wednesday, April 23, 2014**
No application will be accepted after deadline.